



Parks & Recreation Department
1400 - 19 Street North
St. Petersburg, Florida 33713
(727) 893-7441
Applications accepted:
Monday – Friday from 8 a.m. – 4 p.m.

GENERAL RULES AND GUIDELINES FOR PRIVATE INSTRUCTION IN CITY PARKS **PLEASE RETAIN THIS COPY FOR YOUR RECORDS AND INFORMATION**

The St. Petersburg Parks & Recreation Department is pleased that you have decided to conduct your privately instructed activity in a City park. The City's parks are for the benefit and pleasure of the public and every person may enjoy the privileges of City parks subject to compliance with the provisions of all applicable laws, ordinances, policies and rules. Private Instruction Park Permits are issued in accordance with the "Standards for Issuance" as set forth in St. Petersburg City Code, Chapter 21.

1. Most City parks are available for use from 30 minutes before sunrise to 30 minutes after sunset depending on location and/or event. Parks are not open for use after hours except pursuant to the Parks & Recreation Director's approval. Gated park areas are governed by separate posted operating hours.
2. The application must be received in the Parks & Recreation Department at least **15 business days prior** to the Private Instruction activity, but no more than twelve (12) months prior. Large events open to the general public are encouraged to apply 30 days prior to the event.
3. **A non-refundable \$30 per month or \$200 annual permit fee, background check, business certificate and insurance are required upon receipt of a Private Instruction Permit Application.** Receipt of the application is **not** a guarantee of park use or permit. All requirements and fees must be met **prior to the issuance of a Park Permit**. The application permit fee is applied to each park utilized.
4. **Clearly state on the Private Instruction Permit Application all planned activities for each park use scheduled monthly or annually. Final application approval does not reserve any portion of a park, but only recognizes that the applicant has permission to conduct private instruction activities in a specific City park, subject to its availability.** A separate application for a Park Permit may reserve a shelter and or a portion of the park. For use of Athletic Fields a separate application must be obtained by contacting the Athletic Office at (727) 893-7298. Events requiring the use of the Williams Park Bandshell and/or Athletic Facilities will require additional fees.
5. Shelters may be reserved from 8 a.m. – Noon, 1 p.m. – 5 p.m. or all day at a cost of \$15.00 per hour. Additional shelter hours (up to park closing) can be permitted at a cost of \$15.00 per hour.
6. All of the above General Rules and Guidelines apply specifically to private instruction in City parks. Events which are open to the general public may require a separate Park Permit, Insurance and Risk Management approval and will require police security services which must be arranged with the St. Petersburg Police Department.

Please note that some events may be exempt from the above pursuant to Parks & Recreation Department Rules and Guidelines and City Sponsored and City Co-Sponsored guidelines. Noted above is only a partial list of rules and guidelines governing City Park Use, a complete list can be reviewed or obtained at the City of St. Petersburg website at www.stpete.org. For those who want to reserve a park, shelter or athletic field, separate permits and fees are required.